

Workload Counts from MAC (Revised 1/28/03 for 12-AO, Rev. 19)

Workload Number	Workload Description	MAC Field and/or MAC Description	
560	Environmental Evaluation	Query Count: <ul style="list-style-type: none"> WLS Code 7000 - Environmental Evaluation (FmHA 1940-22 or FSA-850) 	
561	Environmental Risk Survey	Query Count: <ul style="list-style-type: none"> WLS Code 7001 - Environmental Risk Survey (FSA-851) 	
562	Environmental Review Class I Assessment	Query Count: <ul style="list-style-type: none"> WLS Code 7002 - Environmental Review Class I Assessment (FmHA 1940-21) 	
563	Environmental Review Class II Assessment	Query Count: <ul style="list-style-type: none"> WLS Code 7003 - Environmental Review Class II Assessment 	
801	All Direct Loan Applications Received, except Youth Loans (Includes Nonprogram loan applications such as SAP and assumptions.)	Query Count <ul style="list-style-type: none"> Application Received Date for New loans, assumptions, and credit sales, and Direct Guar field = D 	
802	Direct Loan Eligibility, except Youth Loans Counts Eligible, Ineligible, & Withdrawn	Query Count <ul style="list-style-type: none"> Eligibility decision 1, 2, or 3 with a decision of eligible, or rejected, or Final Disp Action of withdrawn when elig decision is not eligible 	
803	EM Loss Calculations and Test for Credit for EM Loan Eligibility Determination (ounts Eligible, Ineligible, & Withdrawn)	Query Count <ul style="list-style-type: none"> Eligibility decision 1, 2, or 3 with a decision of eligible or rejected, or Final Disposition action of withdrawn when eligibility decision is not eligible 	
804	All Direct Loan Feasibility Determinations (Except Lo-doc loans and Youth Loans) Counts Feasible, Not Feasible, & Withdrawn	Query Count <ul style="list-style-type: none"> Final Disposition date with a decision of A, R, or W, and Eligibility decision is an E for eligible 	
805	All Direct Loan Closings, except Youth Loans	Query Count - Loan Closing date	
806	Loan Feasibility Determinations for Lo-Doc Loans (Counts Feasible, Not Feasible, and Withdrawn)	Query Count <ul style="list-style-type: none"> Loan Doc Indicator = Y, and Final Disposition date with a decision of A, R, or W, and Eligibility decision is an E for eligible 	
807	Youth Loan Processing (The time it takes to process a youth loan through closing is all counted here.)	Query Count <ul style="list-style-type: none"> Application Received Date Direct Guar field = D Type of Assistance = Youth Loan 	
821	Routine Servicing for All Direct Borrowers, except Youth Loans	Query – Counts the number of unduplicated direct loan B's who have outstanding direct loans, except youth loans, as of March 31. Looks at the A.UA.LND records and the Paid Code.	
822	Financial Analysis and Specialized Direct Loan Servicing Activities (YEA's), except youth loans Counts 1 YEA per Borrower Per FY	Query Count <ul style="list-style-type: none"> WLS 4025 – Yearend Analysis 	
823	Field Visits for Direct Loan Servicing, except Youth Loans Counts each type of farm visit done, but multiple services done on the same day will only be counted as 1 visit.	Query Count WLS completed Codes: <ul style="list-style-type: none"> 4005 4065 4070 4071 4075 2004 2005 2015 2050 	<ul style="list-style-type: none"> Field Visit Annual Farm Visit Chattel Inspection 3-Year Real Estate Inspection Crop Inspection Development Inspection Final Inspection Supervisory Visit (Field) Delinquency Visit (Field)

824	1951-T Servicing Actions – Counts 1 for each 1951-T-1 letter sent	Manual Count	Can use WLS 5014 for each letter sent to each borrower but recommend just using WLS 3023 for each time you send letters, and put in the comment field the number of letters sent. Then at time of workload, run the WLS report for completed 3023's and total the numbers in the comment together.
825	1951-S Servicing Actions Counts 1 unit for each time a borrower is sent a 1951-S Servicing Package. This includes Current and Distressed, LT 90-days past due, 90-day past due, Non-monetary, and Bankruptcy.	Query Count AOCODES: <ul style="list-style-type: none"> • CBS301 - 90 Day Past Due, Exh A • CBS315 - 90 Day Past Due, Exh D-1 • CCS301 - Current Borrower, Att1 & 2 • CES301 - Bankruptcy Borrower, Exh D • CGS301 - Nonmonetary Default, Exh A • CGS304 - Nonmonetary Default, Exh D-1 • LTS301 - Less than 90 days Past Due 	
826	Subordination of Chattel Security Unit is counted when the chattel subordination request is approved, denied, or withdrawn.	Query Count – Security Servicing Application in MAC: <ul style="list-style-type: none"> • Request date is completed, • Request Type = S for Subordination • Security Code = 1,2,3,4,6,or 9, • Final Disposition Date is completed, and • Final Disposition Action = A, R, or W 	
827	Real Estate Subordinations, Partial Releases, Consent Activities Unit is counted when the real estate request is approved, denied, or withdrawn. (R and V are not being counted.)	Query – Security Servicing Application in MAC: <ul style="list-style-type: none"> • Request date is completed, • Request Type = C, P, S, • Security Code = 5, 7, or 8 • Final Disposition Date is completed, and • Final Disposition Action = A, R, or W 	
828	Servicing Shared Appreciation Agreements – Unit is counted for every time the shared appreciation is paid, amortized, extended.	Manual Count	Recommend keeping track using: <ul style="list-style-type: none"> • Paid SAA's – WLS 4054 when notifying borrower of amount due and put in comments if paid. • Amortized SAA's - Security Servicing Application, Request type = A and Security Action Completed Date is filled. WLS 5057 will automatically be established. • Extended/Suspended SAA's – WLS 4058 SAA Suspension Expirations and put in comment field date of suspension or extension
829	Inventory Property Management Counts one unit for each acquisition, disposal, or property held in inventory the entire fiscal year.	Manual Count	Acquired property data is downloaded to MAC from PLAS and may be queried in the future. Acquisitions and disposals are also required to be tracked in AGCREDIT.
830	All Debt Settlement Activities Counts 1 unit per cancellation, settlement, or non-approval. NOTE: This query is in process of being changed to match what is reflected to the right.	Query - AOCODES: <ul style="list-style-type: none"> • CLPD301, 3 - D/S rejected • CLW306, 1, 2, 4, 5, 6 - Wait for SO to approve debt Settlement – Approved or Denied • CLW307, 1 & 2 - Wait for DOJ Response – DOJ Approved or Denied Debt Settlement • CEPS301, 1 - Wait for Cancellation to be Processed for Bankrupt borrower – Cancellation Processed 	

831	Direct Youth Loan Servicing Activities	Query: Counts the number of unduplicated Youth loan borrowers, who have outstanding youth loans as of March 31. Looks at the A.UA.LND records and the Paid Code.	
832	Debt For Nature – Conservation Contract Unit is counted when Map/aerial photo is submitted.	Query Count – Activity Code <ul style="list-style-type: none"> COQ301 Determine Eligibility for CC Request (Open or Completed Activity) 	
901	Guaranteed Farm Loan Applications Received (Except PLP)	Query Count: <ul style="list-style-type: none"> Application Received Date, and Direct/Guar = G 	
902	Guaranteed Loan Eligibility, (Except PLP) Counts Eligible, Ineligible, & Withdrawn	Query Count <ul style="list-style-type: none"> Eligibility decision 1, 2, or 3 with a decision of eligible, or rejected, or Final Disp Action of withdrawn when elig decision is not eligible 	
903	Guaranteed Loan Feasibility (Except PLP) Counts Approved, Denied, or Withdrawn	Query Count <ul style="list-style-type: none"> Final Disposition date with a decision of A, R, or W, and Eligibility decision is an E for eligible 	
904	Guaranteed Loan Closings (Except PLP)	Query - Loan Closing date is completed	
905	Guaranteed PLP Loan Requests Received/Processing	Query - Date Received is completed for PLP guaranteed application	
921	Routine Guaranteed Loan Servicing and Maintaining Lender Records	Query Count <ul style="list-style-type: none"> Counts the number of unduplicated guaranteed loan borrowers as of March 31 	
922	Feasibility Determinations for Guaranteed Loan Servicing Activities Unit is counted for: <ul style="list-style-type: none"> Interest Assistance Claim/Review (1980-24) signed by the agency official FSA approves, denies, or withdraws Lender request to restructure guaranteed loan, generally SEL FSA approves, denies, or withdraws Lender request for subsequent advances on a LOC, generally SEL. 	Manual Count	Items should be tracked in MAC for manual counting as follows: <ul style="list-style-type: none"> WLS 4046 Interest Assistance Review 1980-24 WLS 4040 - Line of Credit Reviews (Count only if a feasibility determination is made such as with an SEL for next yrs. advances) WLS 4041 and 4042 – Annual analysis Code – Use comment field to record restructure requests where FSA must approve, such as with SEL.
923	Guaranteed Lender File Reviews (SEL/CLP) Guaranteed Loan Review on Form 1980-3 or other state approved form	Query Count <ul style="list-style-type: none"> WLS 4035 - Guaranteed Lender File Review, and Lender Type not a PLP 	
924	Guaranteed Lender File Reviews (PLP) Guaranteed Loan Review on Form 1980-4 or other state approved form	Query Count <ul style="list-style-type: none"> WLS 4035 – Guaranteed Lender File Review, and Lender Type=PLP 	
925	Servicing Guaranteed Loan Borrowers through Liquidation – Counts <ul style="list-style-type: none"> Loss Claims on 449-30 Notice of Liquidation or Bankruptcy on Form 1980-44 	Manual Count	Items should be tracked in MAC using the following: <ul style="list-style-type: none"> WLS 4038 – Process Guaranteed Loss Claims WLS 4004 – Default Status Report – Put in the comment section the purpose of the form and only count those for purposes of liquidation and bankruptcy notice

1001	Banking and Collections Counts 1 unit for each: <ul style="list-style-type: none"> • SBA established • Check disbursed from SBA • SBA reconciled • Collection received & posted to 603 • Multiple advances by check or EFT 	<ul style="list-style-type: none"> • Queries SCOAP for payments recorded on CCC-257 • No query count for any other items 	Track Manual Counts in MAC using the following: <ul style="list-style-type: none"> • WLS Code 2011 – Reconcile and Monitor SBA –Enter date established in comment field; also enter # of checks disbursed at time of reconciliation. Every completed WLS 2011 is a reconciliation to count. • WLS Code 1038 – Order Loan Advances
1002	Real Estate Appraisals by FSA employees	Query Count <ul style="list-style-type: none"> • WLS 4062 – Agency Real Estate Appraisal 	
1003	Chattel Appraisals by FSA employees	Query Count <ul style="list-style-type: none"> • WLS 4060 – Agency Chattel Appraisal 	
1004	Review R/E Appraisals performed by Lenders, Contractors, or 3 rd party appraisals – Direct and Guar loan making and servicing (Counts 1 unit when appraisal has been approved and accepted, Technical or Administrative Reviews)	Query Count <ul style="list-style-type: none"> • WLS 5002 - Contracted Real Estate Appraisal/Review • WLS 4077 - Lender Real Estate Appraisal Review 	
1005	Review Chattel Appraisals performed by Lenders, Contract Appraisers, or 3 rd Parties – Direct and Guar Loan Making and Servicing (Counts 1 unit when appraisal has been approved and accepted, Administrative Reviews, etc.)	Query Count <ul style="list-style-type: none"> • WLS 4061 - Contracted Chattel Appraisal/Review • WLS 4078 - Lender Chattel Appraisal Review 	